



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**CAGAYAN DE ORO CITY 2ND DISTRICT ENGINEERING OFFICE**  
Macabalan, Cagayan de Oro City

Name of Procuring Entity	:	Request for Quotation (PR No.)	: 2024-09-0256
Revised on :		Date :	September 20, 2024
Standard Form/Title	:	REQUEST FOR QUOTATION	Office/End-User : Various Section
COMPANY NAME :		PhilGEPS No.	
ADDRESS :		TCC No.	
TEL. NO./FAX No. :		TIN :	

(SMALL VALUE PROCUREMENT ABOVE 50K)

Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your sealed quotation and other requirements duly signed by your representative not later than 10:00 A.M. of **SEP 24 2024** at the Procurement Unit, Conference Room, DPWH 2nd DEO

Please observe proper sealing and marking of bids. All envelopes must contain the RFQ number and name to be bid, name and address of the bidder and address to the BAC Chairman & bear a warning "DO NOT OPEN BEFORE ... date and time for the opening. No bids shall be submitted through email. Sealed quotation must meet the following requirements.

**TERMS and CONDITIONS:**

- All entries must be typewritten or legibly written.
- Delivery period** within **15 CD** upon receipt of the approved funded Purchase Order (P.O). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
- Warranty** must be submitted after acceptance by the procuring entity of the delivered supplies in the following conditions and terms of warranty :
  - Expendable Supplies** (consumed in used within 1 year like fuel, spareparts and etc.) - **3 MONTHS**
  - Non-Expendable Supplies** (serviceable in more than one (1) year like furniture, fixtures and etc.) - **1 YEAR**
  - IT Equipment** (Computer, Printers and etc.) - **3 YEARS**
- Price validity** shall be for a period of sixty (60) calendar days.
- PhilGEPS Registration /Mayor's Permit/DTI, Income Tax Return and Tax Clearance Certificate and Omnibus Sworn Statement shall be attached upon submission of quotation.
- Bidders shall submit original brochures of the product.
- Please indicate the "BRAND NAME/MODEL" for each items being offered.
- The approved budget ceiling (ABC) for this procurement is **P 288,042.00**
- The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all of the items, otherwise they will be subjected for disqualification.
- Supplier must have an official store registered establishment- Geotagged Photos of Actual Store of Supplier (Outside and Inside) must submit along with their quotation

**NOEL B. ALFONSO**  
BAC Chairman

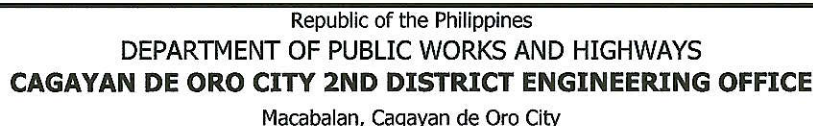
Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Laminating Film A4 size (100pcs. per pack)	2	pack		
	Laminating Film 250mic 80mmx110, 100shts.	3	box		
	Sign Pen, 0.5, black	10	piece		
	Sign Pen, 0.5, Blue	20	piece		
	Fastener Standard Size	25	box		
	Correction Pen	35	piece		
	Legal size, Binder with hard cover and cover thickness of 25 or more PVC royal blue cover & white pyleaf inside with 7" x 3" lever-arch file mechanism with rodo lock, ring pocket	500	piece		
	Paper Clip small 33mm	5	box		
	Backfold clip small 25mm	10	box		
	Masking Tape 2"	15	roll		
	Masking Tape 3"	10	roll		
	Official Record Book 500 pages	15	book		
	Marking Pen Fine (Black)	3	piece		
	Marking Pen Fine (Blue)	3	piece		
	Long Steel Fastener 12"	3	box		
	Ballpen (Black)	120	piece		
	Ballpen (Blue)	120	piece		
	Sticker Paper	5	pack		
	USB Flashdrive 16gig	10	piece		
	Sticker Paper	15	piece		

Brand and Model	:	Warranty	:
Delivery Period	:	Price Validity	:



After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices note above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.

Printed Name / Signature / Date





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